

Request for Proposals (RFP) Interest Form

RFP Form #1

Instructions: If your firm/company is interested in responding to this RFP, then RFP Form #1 **MUST be submitted** to the Procurement Dept. immediately following download. This form is crucial in providing pertinent company information for bidder's list tracking and distribution of any potential addendum.

Awarding Authority:	<i>Department of Planning and Economic Development</i>
Project Number:	<i>#PED 16-FSMP</i>
Project Name:	<i>RFP FOR: Consulting Services to prepare a Municipal and Schools Facilities Study and Master Plan</i>

Fax or E-mail this *RFP Interest #1 Form* to:

City of Brockton/Procurement Dept.
Fax: 508-897-6852
E-mail: procurement@cobma.us

By submitting this *RFP Interest Form* the below identified firm is expressing its interest in the above-referenced public bidding project and is requesting that it be added to the list of firms that will receive any addenda to the *RFP* that might occur. ***The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFP due to the firm's failure to submit an RFP Interest Form as directed above or for any other reason.***

Company Name:	
Company Address:	
Company Telephone #:	
Company Fax #:	
Company Contact Person/Title:	
E-mail Address:	
Date Submitted:	

By:

(Signature of Authorized Representative)

**REQUEST FOR PROPOSALS
CITY OF BROCKTON
Brockton Department of Planning and Economic Development**

REQUEST FOR PROPOSALS (PED-16-FSMP)

Consulting Services

The City of Brockton and the Brockton Public Schools through the Brockton Department of Planning and Economic Development of the City of Brockton is seeking proposals from professional planning consultant(s) to prepare a **Municipal and Schools Facilities Study and Master Plan.**

Copies of the Request for Proposal (RFP) may be obtained on and after Monday, January 4, 2016 at the Procurement Department, Basement Level, Room B-9, City Hall, 45 School Street, Brockton Massachusetts.

Six (6) sets (*One (1) original and Five (5) copies*) of the proposal and one (1) pdf copy should be delivered no later than **4:30 P.M. on (Mon.) February 8, 2016** to:

Michael Morris,
Chief Procurement Officer
City of Brockton
City Hall
Procurement Dept., Basement Level, Rm. B9
45 School Street
Brockton, MA 02301

Proposals for Part I and Part II must be submitted separately in sealed envelopes marked as follows:

Part I –City of Brockton Consultant to Planning – Master Facilities Plan: Non Price Proposal

Part II –City of Brockton Consultant to Planning – Master Facilities Plan: Price Proposal

The City reserves the right to accept and/or reject and/or to waive any informality on any/all proposals.

The City reserves the right to accept part, all, or none of the selected respondent's proposal and is subject to availability of funds.

The City of Brockton is an Affirmative Action/Equal Opportunity/Title IX Employer.

Michael Morris
Chief Procurement Officer

Instructions for Request for Proposal (RFP) Response

1. GENERAL

This Request for Proposals (RFP) invites qualified consultants to submit proposals for the specific services described in the Scope of Work Section of this RFP.

2. PREPARATION OF RFP RESPONSE

The preparation of the RFP Response shall be at the expense of the prospective consultant. It is the sole responsibility of the prospective consultants to fully examine this RFP's addenda (if any). Questions shall be addressed in writing to Rob May, Director of Planning and Economic Development, City of Brockton, 45 School Street, Brockton, MA or rmay@cobma.us this contact must be made by **(Fri.) January 29, 2016**. All such questions will be responded to by Rob May, Director, in the form of a written addenda to the RFP, these addenda will be faxed or mailed to parties listed by the Procurement Office as having received the RFP.

Bound proposals shall be submitted in accordance with the following Article 3.0 (RFP Response Format and Contents). All proposals submitted become the property of the City of Brockton and will be subject to applicable Public Record Laws.

3. RFP RESPONSE FORMAT AND CONTENTS

Six (6) sets (*One (1) original and Five (5) copies*) of the proposal and one (1) pdf copy should be delivered no later than **4:30 P.M. on (Mon.) February 8, 2016**.

The RFP Response shall be provided in two (2) separately bound parts as described in the following sections. The two (2) parts shall be marked ***Part I – City of Brockton Consultant to Planning – Master Facilities Plan: Non Price Proposal and Part II – City of Brockton Consultant to Planning – Master Facilities Plan: Price Proposal***.

They must be submitted in separate sealed envelopes. Upon receipt of the RFP responses, a review committee shall be set up to evaluate Part I of all respondents. For the prospective consultant deemed to be best qualified under Part I; the City will open Part II.

Proposals should be prepared simply, providing a straightforward description of the prospective consultant's ability to satisfy the requirement of the RFP. Emphasis should be on completeness and clarity of contents.

The City of Brockton assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the RFP by prospective consultants, or any other costs prior to issuance of a contract.

The City may reject any RFP Response that does not meet these requirements.

RFP RESPONSE CONTENTS:

Part I – City of Brockton Consultant to Planning – Master Facilities Plan: Non Price Proposal The prospective consultant's technical portion of its RFP Response shall contain the following information under the indicated headings.

A. Letter of Transmittal

The prospective consultant's Response shall include a letter of transmittal not to exceed one (1) page, signed by an individual(s) authorized to bind the prospective Consultant contractually. This letter must state that the RFP will remain valid from the date of submission through **4:30 P.M. on (Mon.) February 8, 2016** the deadline for submission of the RFP response, and thereafter until the prospective consultant withdraws it, a contract is executed; or the procurement is terminated by the City, whichever occurs first.

The transmittal letter shall include the name, title, address, and telephone number of one or more individuals who can respond to requests for additional information and also, of one or more individuals who are authorized to negotiate and execute a contract on the prospective consultant's behalf, if applicable.

B. PROPOSAL FORMAT AND QUALITY.

Understand the Scope of Work

The proposal must describe the prospective consultant's general understanding of the scope of work and the key issues associated with performing the required consulting services in the specific disciplines involved. In addition, it must include statements covering prospective consultant's familiarity with the project and describe unusual conditions or problems prospective consultant believes may be encountered.

Time of Performance

Funding is available through **December 31, 2016**. A proposed outline of the work necessary to complete this project is profiled in Attachment A- Scope of Services.

The City shall have the option of extending or renewing this contract for two (2) consecutive one (1) year periods, for the same discount rate and upon the same conditions as are contained in the contract at the time said option is exercised; except as such conditions shall have been modified by mutual agreement of the parties. Said options shall deem to have been exercised by the City, provided the vendor has been given preliminary notice of the city's intention to renew this contract. Such a preliminary notice shall not be deemed to commit the city to renewal.

The consultant selected will enter into a contract with the City of Brockton for the completion of all work necessary to meet the requirements outlined in the scope of services.

The selection of the consultant will be based upon the professional qualification, past performance records in similar projects, the content of the proposal and consideration of the City's overall needs in terms of the project.

C. RECENT PROJECTS AND REFERENCES

Provide a description of the history, experience and qualifications of individual/firm and any proposed subcontractors to perform the Scope of Services. Please provide:

- Resumes and professional qualifications of all principals who will be assigned to work with the Department of Planning and Economic Development;
- List of other similar projects undertaken;
- Submission shall include details of the applicant's work with municipal boards and commissions and familiarity with the relevant statutes and regulations.

The submission shall be evaluated on the basis of current relevant experience for similar projects and the ability to respond to request for services in a timely manner.

4. SUBMISSION OF RFP RESPONSES

Six (6) sealed sets (*One (9) original and Five (5) copies*) and one (1) pdf copy of prospective consultant's response to the RFP shall be submitted no later than **4:30 P.M. on (Mon.) February 8, 2016** to:

City of Brockton
Procurement Dept., Basement Level, Rm. B9
City Hall
45 School Street
Brockton, MA 02301
Attn: Michael Morris/Chief Procurement Officer

Responses received later than the specified date and time shall be rejected.

Price Proposal

5.

Part II – City of Brockton Consultant to Planning – Master Facilities Plan: Price Proposal

The City seeks proposals that demonstrate maximum value, innovation, effectiveness, and total work performed within the proposed grand total price.

Estimated cost to complete each phase:

PHASE I – INVENTORY AND ASSESSMENT: \$ _____

PHASE II – PROJECT DEFINITION: \$ _____

PHASE III – RECOMMENDATION –

Preparation and Presentation of Final Report: \$ _____

PHASE IV - COMMUNITY PRESENTATIONS: \$ _____

Grant Total: \$ _____

NAME AND ADDRESS OF BIDDER (STREET, the CITY, STATE, ZIP
(TYPE OR PRINT)

SIGNATURE OF PERSON AUTHORIZED TO SIGN BID

TYPE OR PRINT SIGNER'S NAME

DATE

Attachment A

Municipal and Schools Facilities Study and Master Plan Scope of Services

Phase I – Inventory and Assessment

Task 1 – Study Refinement

- Meet with the Brockton Mayor and Superintendent of Schools, and their respective project management teams to confirm project objectives and timelines.
- Conduct a Visioning Study to identify open government, customer service and public safety goals of the municipality. The study must include input from numerous stakeholders from the community.
- Conduct a Visioning Study to identify educational and community goals for the school system. The study must include input from numerous stakeholders from the community.
- Establish a progress review process for all tasks through completion of services and submission of final report.

Task 2 – Enrollment Projection

- Review enrollment projections for the Brockton Public Schools population, utilizing all available demographic data supplied by School Department and local officials.
- Based on the firm's review of projections and the firm's experience with other districts, make a recommendation to the Brockton Superintendent of Schools and Brockton School Committee as to future space needs of the Brockton Public Schools.

Task 3 – School Program Review and Planning

- Meet with Brockton Public Schools administration, staff, parents, students, community members, and the Brockton School Committee and School Building Committee, to identify long-range educational goals for the Brockton Public Schools.
- Conduct programming meetings with the administration and key staff for each of the schools, resulting in the development of a space program document for each school.
- Review the program for conformance with the MSBA Educational Space Standards.
- Identify handicaps and/or shortcomings of present Brockton Public Schools spaces and layouts.
- Specific tasks will be further defined with the selected design firm.

Task 3A – Municipal, Public Safety and School Administrative Services Review and Planning

- Prepare a space needs analysis report that documents need by department and unit to meet present and future space and technology needs through the year 2030
- Establish space and furniture standards for different position levels (i.e. executive, department head, senior staff, professional staff, sworn staff, administrative, field staff, etc.)
- Identifying approximate square foot space needs by work unit for:
 - work activities;
 - reception and customer service;
 - meeting rooms, including ideas for shared meeting spaces;

- daily use filing;
- long term and archival document storage, including recommended technologies for efficient use of space;
- storage of supplies and equipment, including, items from general office supplies to construction materials and heavy equipment, etc.;
- kitchens, employee break room(s), showers, and a lactation room;
- specialized security and lock up facilities; and,
- other operational considerations, etc.
- Identifying space needed to comply with public safety requirements including but not limited to:
 - International Association of Chiefs of Police – Accreditation
 - American Corrections Association – Recommendations
 - Massachusetts Department of Public Health – Lock up regulations and laws
 - Insurance Service Office – Guidelines for equipment, personnel, dispatch, etc.
 - National Fire Protection Association – Life Safety Codes
- Analysis of parking required for the following categories:
 - vehicles used for City/Public Safety/School purposes, (including City-owned vehicles and personal vehicles use by staff members required to drive for their work duties, such as inspectors);
 - personal vehicles of elected officials and VIPs;
 - personal vehicles of staff members;
 - vehicles of customers/community members; and,
 - Bicycle parking for staff and customers.

Task 4 – Community Needs

- Work with the committees to identify non-school related Brockton groups and non-Brockton groups seeking to rent space for programs and events. Consolidate these "community" users and programs in a list to identify organization, type and amount of space requested and schedule of use.

Task 5 – Building Review -Existing Conditions

- Obtain and scan in PDF format all existing original and as-built drawings of the Brockton Municipal Buildings and Public Schools, engineering surveys and reports, and precedent studies and investigations
- Review existing original and as-built drawings and perform a visual assessment of existing conditions of the Brockton Municipal Buildings and Public Schools (no destructive testing is included). The assessment shall include:
 - Life Safety Code issues that impact building occupants;
 - Physical condition of each building component, interior and exterior finishes and operating systems (Mechanical, Electrical, Plumbing, Technology, Security, Fire, Safety, and HVAC systems, etc.) and capability to serve new additions, if proposed. Forecast life expectancies and replacement costs of these systems;
 - Structural integrity and building envelope;
 - Technology infrastructure;
 - ADA/MAAB Compliance;
 - Hazardous materials (if applicable); Review any previous hazardous materials reports;

- Site conditions and site improvements, traffic flow & parking, public assembly space, green space; athletic facilities, playgrounds;
- Resiliency;
- Building configuration and security;
- Building air quality will be review with respect to mechanical ventilation and conformance with applicable codes and for visible signs of mold.

Task 6 – Site Review, Existing Conditions

- Review existing original and as-built drawings and perform a visual assessment of the Brockton Municipal Buildings and Public Schools sites. The assessment shall include:
 - Topography and environmental constraints if any (flood zones, wetlands, historic, archeological)
 - Site area available for single or multiple additions, or replacement of the existing facility;
 - Site utilities (sewer, water, drainage, gas, electric, communications, etc.);
 - Vehicular and pedestrian accessibility from adjacent roadway. (including parking areas and their relationship to entries) ;
 - Natural forces such as orientation to sun, winter winds, summer breezes, slopes and grades, as they relate to or possibly impact "Green Design";
 - Impact on neighbors.

Task 7

- Based on information gathered in Tasks 5-6 and documentation received from the City and School Department, prepare and submit 30 hard copies (29 bound and 1 loose) and one electronic copy of "existing condition" report, which will include code analysis to identify degree of compliance with existing building, seismic, accessibility, and life safety codes. Specific tasks will be further defined with the selected contractor.

Task 8

- Submit up to 30 copies (29 bound and 1 loose) and one electronic copy of draft report of Phase I Findings (Tasks 2-7) which includes analysis and prioritization of deficiencies to the City. Present findings at community meetings in Brockton as directed by the Brockton Mayor and Superintendent of Schools in the timeframes designated by the Mayor, Brockton Superintendent of Schools. Deficiencies shall be prioritized in the with the following system:
 - Priority I: Current Critical, Conditions in this category require immediate action to:
 - Correct a cited safety hazard
 - Stop accelerated deterioration
 - Return a facility to operation
 - Correct an environmental hazard
 - Priority 2: Potentially Critical, Conditions in this category, if not corrected expeditiously will become critical within a year. Situations within this category include:
 - Intermittent operations
 - Rapid deterioration
 - Potential life safety hazards

- Environmental non-compliance
- Priority 3: Necessary- not yet critical, Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.
- Priority 4: For Consideration, Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility; however, Priority 4 projects will improve overall usability and/or reduce long-term maintenance costs.
- Priority 5: Does not meet current codes/standards-"Grandfathered" conditions in this category include items that do not conform to existing codes, but are "grandfathered" in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction.

PHASE II – PROJECT DEFINITION

Task 1

- Based on data collected in Phase 1 recommend a comprehensive facility plan, which evaluates (at least 6 (3 municipal/ 3 school)) alternatives/ options for meeting the identified facility needs through changing configurations, renovation and expansion, new construction, and or code/ repair work and provide cost estimates for each alternative/ option that will include design and engineering fees, construction/ renovation costs and FF&E costs. Each option shall be analyzed with respect to:
 - Availability of appropriate "new construction" sites
 - Availability of appropriate "expansion" area on existing Brockton Municipal Buildings Public Schools sites;
 - Impact on present occupants and site operations;
 - Impact on neighbors;
 - Construction schedule and phasing (multiple phases vs. one phase project);
 - Impact on existing HVAC/plumbing and electrical systems;
 - Impact on existing utilities (septic system, water, drainage, gas, electric, communications, etc.);
 - Sustainable Design initiatives;
 - Cost benefit between constructing new facilities, expanding and/or rehabilitating existing facilities
 - Anticipated construction costs and total project costs estimates, including phasing, swing space issues or other information provided.

PHASE III – RECOMMENDATION -Preparation and Presentation of Final Report

Task 1

- Prepare a comprehensive Master Facilities Plan that meet the open government, customer service and public safety goals of the municipality and the educational and community goals for the school system by identifying:
 - existing facilities that need to be replaced;
 - existing facilities that require rehabilitation and/or expansion;

- new facilities that need to be constructed to address the capacity needs of the community and their proposed locations.

Task 2

- Provide the following for new construction and expansion facilities:
 - Conceptual site plans, floor plans, and exterior imagery to illustrate architectural scope and character;
 - Phasing plan;
 - Educational specification (space program document) from Phase 1 task 3;
 - Estimate of project costs for preferred option to include, for classroom buildings, all costs normally a part of Massachusetts school projects to include:
 - Construction costs ("bricks and mortar");
 - Itemized Fees, furnishings & equipment, clerk of works, project manager, contingencies, etc;

Task 3

- Based on Task 7 in Phase I and Task 1 in Phase II, the firm will assist the Brockton Mayor and Superintendent of Schools in developing long term capital plans to address all physical plant needs of those facilities to be rehabilitated. These plans should include at a minimum:
 - List of all known needs for a period of 10 years
 - Priority ranking of projects
 - Project implementation timeline and phasing
 - Estimated project costs including design and engineering
 - Relocation and phasing costs as applicable

Task 4

- Consolidate all findings, reports, and exhibits prepared for the study in a final bound report;
- Assist Brockton Mayor in presenting the proposal to the Brockton City Council;
- Assist Superintendent of Schools in presenting the proposal to the Brockton School Committee;
- Prepare graphic exhibits to illustrate schematic proposal (floor plans, exterior imagery). Provide exhibits in board form, "PowerPoint", and in reduced form suitable for public information fliers or handouts; and,
- Deliver up to 30 copies (29 bound, 1 loose) and 1 electronic copy of the final report and a power point presentation (in electronic media) to the City.
- Assist Brockton Superintendent of Schools and Brockton School Committee as requested, in preparation of the MSBA Statement of Interest Form and a meeting with the Massachusetts School Building Authority (MSBA) to review conceptual plans of the proposal, and confirm implementation schedule and strategy for reimbursement.

PHASE IV - Community Presentations

- Assist Mayor and Superintendent of Schools in presentations to local boards, and community groups. This includes formal committees / boards such as City Council, School Committee, PTO and up to three open community forums.

Attachment B

CONSULTANT SELECTION

MINIMUM EVALUATION CRITERIA

The Selection Committee shall first review each technical proposal to ascertain whether or not the RFP Response includes all of the items for a complete proposal, as outlined in Section 3 above, as well as completed Appendices "A" through "J" below.

Criteria

The firm must have five (5) years or more of experience in providing consulting services for space needs analysis and developing a facilities master plan.

The project manager assigned to the City who has at least five (5) years of providing consulting services related to space needs analysis and developing facilities master plans.

Furnish names, addresses, and phone numbers of all references, along with appropriate contact information for consulting services related to space needs analysis and developing a facilities master plan within the past five (5) years.

Attachment C

COMPARATIVE EVALUATION CRITERIA

A Technical Advisory Committee (“Committee”) shall be formed, including staff from the mayor’s office, the Department of Planning and Economic Development, the School Department and other representatives. The Committee will review all proposals and final selection will be based upon an evaluation and analysis of the information and materials required under the RFP. The City reserves the right to involve an outside consultant in the selection process. Proposals that meet the minimum criteria will be reviewed for responses to the comparative evaluation criteria. The Committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Not Acceptable to the comparative evaluation criteria.

The City will not award a contract or contracts except to responsive and responsible eligible proposer(s). Before awarding the contract(s), the City may request additional information from the proposer to insure that the proposer has the resources necessary to perform the required services. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

The City may schedule interviews with all responsive and responsible proposers.

1. Successful engagements for planning of at least three (3) municipal facilities projects

Highly Advantageous Respondent has at least three (3) or more successful engagements for planning of municipal facilities projects in urban, infill environments.

Advantageous Respondent has two (2) successful engagements for planning of municipal facilities projects in urban, infill environments

Not Advantageous Respondent has one (1) successful engagement for planning of municipal facilities projects in urban, infill environments

2. Respondent’s project experience with local governments and other public agencies

Highly Advantageous Respondent has five (5) years experience or more working with local governments and other public agencies.

Advantageous Respondent has three to four (3-4) years experience working with local governments and other public agencies.

Not Advantageous Respondent has two years or less experience working with local governments and other public agencies.

3. Respondent has demonstrated success in maintaining high quality, efficiently operated projects

Highly Advantageous Respondent has successfully demonstrated the ability to maintain high quality, efficiently operated projects in the last five (5) years.

Advantageous Respondent has successfully demonstrated the ability to maintain high quality, efficiently operated projects in the last four (4) years.

Not Advantageous Respondent has demonstrated the ability to maintain high quality, efficiently operated projects in three (3) years or less.

4. Respondent has experience working collaboratively with neighborhood members and community groups to address issues of concern.

Highly Advantageous Positive response from three or more references.

Advantageous Positive response from two references that are generally good.

Not Advantageous One Negative response from a reference.

5. Record of completing projects on budget and on schedule

Highly Advantageous Positive response from three or more references.

Advantageous Positive response from two references that are generally good.

Not Advantageous One negative response from a reference.

CITY OF BROCKTON – CONTRACT APPENDIX A (SUBMIT WITH PROPOSAL)

VENDOR TAX CERTIFICATE

I certify, under the pains and penalties of perjury, that to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under the law.

For use by CORPORATIONS ONLY:

PROPER CORPORATE NAME

SIGNATURE OF AUTHORIZED CORPORATE OFFICER

FEDERAL IDENTIFICATION NUMBER (FEIN)

For use by INDIVIDUALS OR COMPANIES OTHER THAN CORPORATIONS ONLY:

SIGNATURE OF INDIVIDUAL

SOCIAL SECURITY NUMBER

*Approval of contract or other agreement will not be granted unless this certification clause is signed by applicant.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing/payment obligations.

CERTIFICATE OF CORPORATE VOTE

I, _____; clerk/officer of _____
hereby notify that at a meeting of the Board of Directors/Officials of said corporation/company,
held on _____ the following vote was passed:
Vote to authorizing _____ to sign in behalf of the
corporation/company with the City of Brockton for _____.

Signature of Clerk/Officer

*** PLEASE ATTACH COPY OF OFFICIAL CERTIFICATE OF CORPORATE VOTE.**

CITY OF BROCKTON – CONTRACT APPENDIX B (SUBMIT WITH PROPOSAL)

AFFIDAVIT OF CLERK OF CORPORATION VENDOR
(To be signed and completed by Clerk)

I, _____, certify as follows:
(Print full name of Clerk)

1. I am the Clerk of _____ (print exact name of corporation) which is duly organized and incorporated under the laws of the Commonwealth of Massachusetts (or State of _____) and is/is not (circle one) duly registered to do business in the Commonwealth of Massachusetts with a principal place of business at _____.
2. That the names, residential addresses and title officers of the above named corporation are as follows:

_____ President	_____ Address
--------------------	------------------

_____ Vice President	_____ Address
-------------------------	------------------

_____ Treasurer	_____ Address
--------------------	------------------

_____ Resident/Registered Agent	_____ Address
------------------------------------	------------------

3. That the above named corporation was incorporated on _____.
4. The federal tax identification number of said corporation is _____.
5. That the above named corporation is in good standing with the Secretary of the Commonwealth of Massachusetts or the State of _____ (if incorporated under the laws of a foreign State) and has filed all federal and state tax returns and paid all federal, state and/or local taxes required under law.
6. _____ is authorized to sign contract/agreements on behalf of _____ pursuant to a vote of the Board of Directors/Officers on _____.
7. I, on behalf of the within corporation, do hereby acknowledge that by this contract, this corporation is transacting business within the Commonwealth of Massachusetts as defined by M.G.L. Chapter 223 A, Section 1, et seq. And is subject to the jurisdiction of its courts. (Pertaining to Non-Massachusetts Corporations Only.)

SIGNED under the pains and penalties of perjury this _____ day of _____, 20____.

Signature of Clerk of Corporation

CITY OF BROCKTON – CONTRACT APPENDIX C (SUBMIT WITH PROPOSAL)

VENDOR REGISTRATION FORM

TO BE COMPLETED BY ALL VENDORS:

TYPED/PRINTED NAME AND TITLE: _____

SIGNATURE: _____ DATE: _____

PROPER LEGAL NAME OF BUSINESS ENTITY: _____

FEIN or SOCIAL SECURITY NUMBER if FEIN is N/A: _____

BUSINESS ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

EMAIL ADDRESS: _____

IF CORPORATION:

1. GIVE YOUR CORRECT CORPORATE NAME:

2. STATE AND DATE OF INCORPORATION:

3. IF FOREIGN CORPORATION, GIVE MASSACHUSETTS REGISTRATION DATE:

**IF FOREIGN BUSINESS ENTITY TRANSACTING BUSINESS IN MA, GIVE NAME/ADDRESS OF
RESIDENT/REGISTERED AGENT IN MA (REQUIRED):**

IF COMPANY, GIVE the OWNER'S NAME AND TITLE:

IF PARTNERSHIP, GIVE NAMES AND ADDRESSES OF PARTNERS:

IF TRUST OR LEGAL ENTITY, GIVE NAMES AND ADDRESSES OF TRUST OR LEGAL ENTITY:

MINORITY/WOMEN BUSINESS CLASSIFICATION STATEMENT

1. Our firm is principally (more than 50%) minority owned.

YES _____ NO _____

2. Our firm is principally (more than 50%) woman owned.

YES _____ NO _____

3. Our firm is registered with S.O.M.B.A. (State Office of Minority & Business Assistance)

YES _____ NO _____

SOMWBA CERTIFICATION CATEGORY: _____ / MBE _____ WBE _____

CITY OF BROCKTON – CONTRACT APPENDIX D (SUBMIT WITH PROPOSAL)

Attestation Clause

Under Chapter 233, Section 35 of the Acts of 1983, political subdivisions and agencies of the Commonwealth must annually furnish to the Commissioner of Revenue a list of all persons who have provided goods, services or real estate space in the aggregate of five thousand dollars (\$5,000.00) or more. Chapter 233 of the Acts of 1983, Sections 35 and 36 require that each provider or vendor of goods and services to any municipal agency must attest that it/he is in compliance of all laws relating to taxes. The Attestation must occur at the time of issuing, renewing, or extending a license, contract or agreement. Any person/company failing to execute this Attestation Clause shall not be allowed to obtain, renew or extend a license, contract or agreement. Each successful proposer shall certify that he is in compliance with Chapter 233 by providing a Social Security Number or Federal Identification Number when a contract is issued.

VENDOR/COMPANY: _____

AUTHORIZED SIGNATURE: _____

TYPED/PRINTED NAME AND TITLE: _____

Certificate of Non-Collusion and Certificate of Bona Fide Proposal

As per Chapter 30B, Section 10, any person submitting a proposal for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the proposal, as follows:

The undersigned certifies under the penalty of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

VENDOR/COMPANY: _____

AUTHORIZED SIGNATURE: _____

Assurance of Non-Discrimination Compliance

Vendor does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, national origin, handicap, age or sex, in any of the following areas:

1. Recruitment, hiring, upgrading, promotion, whether for full-time employment, consideration for demotion, transfer, layoff, or rehiring.
2. Rates of pay or any other form of compensation and changes in compensation.
3. Job assignments and seniority status.
4. Granting and returning from leaves of absence, leave for pregnancy, or any other leave.
5. Fringe benefits available by virtue of employment, whether or not administered by the recipient.
6. Selection and financial support for training, including apprenticeship, professional meetings, conferences and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.
7. Employer-sponsored activities, including social or recreational programs.
8. Any other term, condition, or privilege of employment.

VENDOR/PROPOSER: _____

AUTHORIZED SIGNATURE/TITLE/DATE: _____

ADDRESS AND TELEPHONE: _____

CITY OF BROCKTON – CONTRACT APPENDIX E (SUBMIT WITH PROPOSAL)

**Certificate of Insurance
(Service Contracts Only*)**

As successful proposer on this Contract, you must supply the City of Brockton with a properly endorsed CERTIFICATE OF INSURANCE. Both the City of Brockton and the Vendor shall be named as co-insured/additional insured and the City shall be named as certificate holder, and certificates of insurance shall be furnished to both parties. Reporting of accidents and claims shall be done by the Vendor. This Certificate MUST accompany the Contract. Unless otherwise provided for by the Contract, Vendor shall meet the following insurance requirements:

WORKERS' COMPENSATION: The Vendor, before commencing performance of the work required to be done under the Contract, shall provide for the payment of compensation, provided by the General Laws (ter. Ed.) Chapter 152 as amended to all persons to be employed by him/her in connection with said performance and shall continue in full force throughout the period of this Contract.

PUBLIC LIABILITY: Within fifteen (15) days after the award of this Contract the Vendor shall, at his own expense, procure and maintain insurance for Public Liability in the minimum amount of \$500,000/\$1,000,000 and Property Damage Liability in the minimum amount of \$50,000/\$100,000.

The policies shall contain a provision worded as follows: "The Insurance Company waives any right to subrogation against the City of Brockton which may arise by reason on any payments under this policy."

The policy/policies must contain on the face a notation that it/they cannot be cancelled without at least thirty (30) days notice in writing to the City as owner.

Furthermore, the certificates of all policies shall provide for notice of cancellation of the Contracting officer and the certificates shall indicate that the above provisions have been included.

***DESIGN/CONSULTING SERVICES, PLEASE PROVIDE PROOF OF PROFESSIONAL LIABILITY INSURANCE.**

AUTHORIZED SIGNATURE: _____

Indemnification and Release

The Vendor shall indemnify and hold the City of Brockton harmless from any and all acts & omissions arising out of this contract by the Vendor, its agents, employees or representatives. Furthermore the term Vendor shall include the aforementioned wherever stated in the Contract.

Further, the Vendor shall indemnify and hold harmless the City of Brockton against any/all suits, claims, actions, costs or damages to which the City may be subject to by reason of damages to the property or person of anyone, arising or resulting from fault, negligence, or wrongful omissions by the Vendor. Said indemnification and hold harmless should apply in any event that a claim is brought against the City of Brockton for said acts caused by others.

The Vendor, their agent(s), representatives or employees shall release and hold the City of Brockton harmless for any injury to themselves, corporate officers, agents, representatives or employees in connection with the performance or omission of this Contract or any related sub-contract thereof.

AUTHORIZED SIGNATURE: _____

CITY OF BROCKTON – CONTRACT APPENDIX F (SUBMIT WITH PROPOSAL)

DEVIATION SHEET

All deviations and/or substitutions from the original specified items (or equal) must be noted in writing on the Deviation Sheet (Appendix “F”). Additional pages may be used if necessary. These items shall be approved by the lead department for compatibility, workmanship, and functionality before award of contract.

PLEASE LIST BELOW:

COMPANY: _____

TYPED NAME: _____

SIGNATURE: _____

TITLE: _____

CITY OF BROCKTON – CONTRACT APPENDIX G (SUBMIT WITH PROPOSAL)

VENDOR WORK HISTORY

- A. The undersigned proposes to supply: _____.
- B. The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon, according to all the requirements of the specifications.

1. Have been in business under present business name for _____ years.
2. Are you fully licensed to do business under this contract? _____
3. Do you comply with all ordinances and regulations mandated by M.G.L. and the community in which you are located? _____
4. Ever fail to complete any work awarded? _____
5. Have you been involved in litigation in the past five (5) years? _____
6. List at least three (3) state, local or private companies and/or organizations which you have served recently of similar character as required for the above-mentioned.

	<u>LOCATION</u>	<u>DATE</u>	<u>DESCRIPTION OF WORK</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

- C. Proposers shall indicate firm date of delivery on receipt of contract and subsequent purchase order form the City of Brockton.

DELIVERY DATE: _____

COMPANY: _____

TYPED NAME: _____

SIGNATURE: _____

TITLE: _____

- D. Proposers shall note that this proposal reflects all changes in addendum/amendment numbers:
